

**Arts and Science Faculty Council  
Meeting of May 15th, 1998**

- Present:** M. Singer, Chair; B. Harris, Secretary; P. Acheson; J. Appleby; P. Bird; V. Bowker; W. Byers; M. Clarke; C. Cupples; A.B. Doyle; C. Drainin; J. Fiset; J. Grad; R. Hale; J. Hillel; D. Howes; R. Kilgour; W. Knitter; C. Kouri; C. Maillé; M. Oppenheim; M. Pruska-Carroll; E. Raudsepp; R. Roy; D. Saleé; R. Schmid; F. Shaver; H. Shulman; W. Sims; R. Sonin; R. Swedburg; M. Taylor; A. Teffeteller; P. Thornton; M. Vipond; M. West.
- Guests:** J. Aldsworth; S. Bergeron; D. Boulé; J. Lee; A. McAusland; E. Xenos.
- Regrets:** J. Bottenburg; J. Capobianco; D. Frost; F. Krantz; L. Lequin; C. Potworowski; D. Sheps;
- Absent:** M. Allor; N. Balmer; M. Bello; M. Bourgeau; C. Cogger; M. Dodwell; E. Evdemon; M. Frank; M. Irons; G. Kaznakian; N. McLean; M. Mohammed; V. Serruya.

**Documents Circulated and/or Considered at this Meeting:**

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| ASFC 98-2M-A | Call for Nominations for Election/Ratification to Arts and Science Faculty Council and/or Senate Committees at the meeting of May 25, 1998 |
| ASFC 98-2M-B | Undergraduate Curriculum Proposals for 1999-2000: Part 2; Report #90U  |
| ASFC 98-2M-C | Proposed Student Charter of Rights   |
| ASFC 98-2M-D | <i>L'Université devant l'avenir</i>  |

**1. Call to Order**

Dean Singer called the meeting to order at 2:07 p.m.

**2. Approval of Agenda**

- 98-2M-1 It was moved and seconded (Swedburg/Oppenheim) that the agenda be approved as circulated.  
Carried.

**3. Approval of Minutes for the meeting of February 13<sup>th</sup>, 1998**

- 98-2M-2 It was moved and seconded (Byers/Bird) that the minutes of the Arts and Science Faculty Council meeting of February 13, 1998 be approved as circulated.  
Carried.

#### **4. Matters Arising from the Minutes**

Dean Singer reported that the motion Dr. Teffeteller had proposed in 1996 regarding the review of the composition, mandate and procedures of all Faculty Council subcommittees would be discussed by Steering Committee and they would report back to Council at a meeting in the fall.

Dr. Hale reported that she had found a copy of the motion made by ASFC regarding the School of Graduate Studies. The Dean thanked her and said that Steering Committee would revisit the motion and report back to Council in the fall.

#### **5. Report from the Dean and Vice-Deans**

##### **Dean Singer:**

- reported that he had suspended admissions to the Ecotoxicology program. Any discussion and/or decision to close the program would be brought to Council by the Faculty Curriculum Committee.
- reported that the Chairs would be meeting in late August to continue the academic planning of the Faculty. He expected to do a review of hiring priorities for 1999/2000.
- informed Council that the Faculty had drawn up a Research and Training Plan as part of the University's application for CFI funding. He explained that CFI funding was designated for science and engineering which was why our science departments were predominantly mentioned in the document.
- reported that he was completing a five-year Faculty staffing plan.
- reported that he had recently returned from a trip to China with the Rector and other university delegates and had participated in two prestigious events. The first was the celebration of Beijing University's 100<sup>th</sup> anniversary which had delegates from 100 universities world-wide in attendance; Concordia being one of three Canadian universities. The delegation was invited to two dinners hosted by the Canadian ambassador to China and visited a number of Chinese universities. The second event was the Canadian-Chinese University Conference held in Nanjing with Dr. Lowy a very active participant. Dean Singer gave the keynote address at this conference. Overall it was a profitable trip. He informed Council that the Provost's office had funded Dr. Singer's expenses – not the Faculty.
- reported that ten tenure-track professors were hired for fall 1997 and the Faculty anticipated hiring another twenty by July 15, 1998. All of these hirings were prioritized in the Faculty's academic plan. He felt reasonably sure that we would advertise again in the fall of 1998 for more tenure-track hirings in 1999. He noted that we had also hired approximately 25 limited-term appointments for next year as well, which was down from 40 in 1997/98. He hoped to move increasingly to tenure-track appointments. He thanked all the search and hiring committees in the Faculty for having completed this most important exercise.
- informed Council that he was grateful to the Chairs and departments for their understanding and support during the recent, temporary, budget freeze. He hoped to make budget mechanisms more transparent in the future. The dean felt it important that the Faculty continue to live within its means in order to continue hiring new tenure-track faculty.

- introduced new staff members in the Dean's office to Council: Mr. Donald Chambers, Enrollment Manager, to manage the Faculty's enrollments to the maximum and to the best use of our resources; Mr. Serge Bergeron, Budget Manager, to ensure we live within our means; Mr. Javier Lee, Administrative Affairs Manager, to manage the human resources portfolio – full-time and part-time faculty as well as staff; Ms. Diane Boulé, Assistant to the Vice-Dean External Relations, working with Dr. Dennis Murphy primarily on international affairs, CUP, recruitment, public relations.
- reported that a performance review exercise would be taking place this month. He thanked the Department Personnel Committees for forwarding their recommendations to his office. Dean Singer would be reading through all the dossiers in the next few weeks.
- reported that all twelve Chair search committees had been completed: Dr. Randy Swedburg, Applied Human Sciences; Dr. Daphne Fairbairn, Biology; Dr. Ian Irvine, Economics; Dr. Richard Schmid, Education; Professor Terry Byrnes, English; Dr. Steve Scheinberg, History; Dr. Bill Byers, Lonergan University College; Dr. Joel Hillel, Mathematics and Statistics; Dr. Murray Clarke, Philosophy; Dr. Reeta Tremblay, Political Science; Dr. David Cheeke, Physics; and, Dr. Pamela Bright, Theological Studies.

**Dr. Roy:**

- reported on the five-year university space plan that was submitted to the government for major new building and/or renovation funding. He reported that the University had submitted its application for CFI funding. Both the Faculty of Arts and Science and the Faculty of Engineering and Computer Science had major projects as part of that application.
- reported that many curriculum proposals would be coming forward at the next few meetings, both undergraduate and graduate.

**Dr. Shaver:**

- reported that Class I statistics were more disappointing than had been hoped for. She noted that only 50% of Class I students were successful after being readmitted. This was compared to a 66% to 72% success rate of students in failed standing who did not participate in Class I and were re-admitted immediately or those students who took a year off and then readmitted. She and her staff will continue to examine the data and improve student services for students in academic jeopardy.
- noted that the examination of student records for those in academic jeopardy after their first term had showed very little difference in numbers from sector to sector. However, some departments within a sector showed much higher numbers. The Student Affairs staff would continue to try to work with departments to assist these students before they fall into failed academic standing.
- reminded Council that there is a new Code of Conduct, Academic and she had seen ten cases under the new code with five pending. She had upheld the incident reports in five cases and dismissed the charges in the other five. With the cases where sanctioning was called for, she was able to develop in three cases, with the help of Counseling and Development, sanctions that included community service to the university.
- noted that there was a change in the new Code with regard to plagiarism. Under the new code, a professor may not sanction a student but must file an incident report. She would try to develop specific instructions for professors and send that out to departments.

- reminded Council that late grades were very detrimental to a student's academic life and urged Chairs to ensure that grades were submitted in a timely manner, especially for graduating students.
- would send Advisors and Chairs information on Orientation for new students to be held September 2, 3 and 12<sup>th</sup>. She hoped that departments would build on these events for our new students and not duplicate what was already organized.

**Dr. Knitter:**

- reminded departments about the part-time faculty posting deadlines in the new collective agreement. His office was getting up to speed on the new agreement and he encouraged chairs to continue dealing with his assistant, Javier Lee.
- Quoted, regarding performance evaluation, "what is in truth impossible may in fact be difficult." He reminded Council of the enormous task that DPCs had just completed and that the Dean would now be starting his review.
- the Faculty is running very close to the 15% on reserved courses (under the CUPFA collective agreement) and the Faculty would have to address this issue for next year.

## **6. Questions and Announcements**

Professor Shulman asked for an update on the Loyola Task Force and asked what thought had gone into how the university would deal with the expense incurred from the recent acquisition of new buildings.

Dean Singer responded that the Loyola Task Force had completed its work (after at least 23 meetings) and had submitted a report with 12 principles (14 of the committees members had signed the report and four had submitted minority reports or letters). The majority favoured the science building option and the other four questioned whether the science option was the best or the only option. The Rector brought this report to the April meeting of the Board of Governors, who then asked the Rector for further information regarding all the options in the Loyola Task Force report. The Dean found this troubling as he believed in, and was committed to, the science building at Loyola as the best option for Arts and Science.

Dean Singer responded to Professor Shulman's second question by saying that he had not been involved in the buying of buildings or vacant lots downtown. Certainly the members of the Loyola Task Force were surprised to learn that the Board of Governors had approved the purchase of property at Sir George while the task force was trying to decide on the future of the Loyola campus.

Dean Singer said, in his opinion, there are eight departments in our Faculty on two campuses without a critical faculty mass at either campus and this was severely hampering the Faculty from implementing all the recommendations in the academic plan. He felt that the Faculty would have to be more involved in our own space planning and moves even to the point of having to spend our operating budget on some of these moves.

Dr. Taylor asked how departmental budgets would be addressed for next year.

Dean Singer responded that the total cuts to the Faculty were about 13 million dollars. He and Serge Bergeron would be re-creating all departmental budgets from scratch to reflect actual

need. All of the ERIP and FALRIP positions would be removed from the budget in order for the Faculty to have made its "cut". He was not expecting a further budget cut to the Faculty of Arts and Science in 1998/99. He anticipated budget discussions with departments would take place in July with new budgets to be in place by August.

## **7. Reports from other University Bodies**

Board of Governors: Dr. Byers reported that at the April meeting two search committees were established, one for a Provost and Vice-Rector, Research and one for a Dean of Fine Arts. He also informed Council that the Board was being asked by the government to develop a Code of Ethics for Professional Conduct regarding Board of Governors for Concordia University.

He noted that the Loyola Task Force report was tabled. The Rector had a number of people collecting data on the various options in the report for further presentation to the Board. Rick Renaud reported on the Capital Campaign and said that it looked very good and the total raised was now 42 million dollars and counting.

Dr. Byers also reported that the Budget Committee of the Board had reported that there would be a deficit budget for 1998/99. Me. Danis had updated the Board on the lawsuit regarding the pension plan.

Computer Resources Committee: Dr. Bird reported that he was to report on all computer activity and initiatives in the Faculty at a meeting in the near future and asked that Council members send him such information as soon as possible.

School of Graduate Studies: Dr. Hale reported that the revised fee structure would go to Senate in May and to the Board of Governors in June. She urged Council to ensure that Arts and Science would have members on the various graduate awards committees. Dr. Hale also reported that she had been working with the Capital Campaign to develop thematic fellowships. She thanked the departments of Biology and Geography for helping her put together a proposal for a fellowship in forestry to be put forward to the pulp and paper industry.

## **8. Call for Nominations: Election/Ratification of ASFC and Senate Committees – ASFC 98-2M-A**

Dean Singer brought Council's attention to the Call for Nominations and urged members to forward nominations to Steering Committee.

## **9. Undergraduate Curriculum Proposals for 1999-2000: Part 2; Report #90U – ASFC 98-2M-B**

Dr. Roy introduced the document. Dr. Roy thanked the Faculty Curriculum Committee for their hard work this past year.

98-2M-3      It was moved and seconded (Roy/Raudsepp) that Arts and Science Faculty Council approve the undergraduate curriculum proposals for 1999/2000: Part 2; Report #90U (document ASFC 98-2M-B) and send that approval on to the Academic Programs Committee and Senate, as appropriate.  
Carried.

## **10. Proposed Student Charter of Rights – ASFC 98-2M-C**

Dean Singer asked Council to approve speaking privileges for Rebecca Aldsworth. There were no objections.



- 98-2M-4        It was moved and seconded (Sonin/Kouri) that Arts and Science Faculty Council approve the proposed Student Charter of Rights, document ASFC 98-2M-C.

Ms Aldsworth introduced the proposed Student Charter of Rights.

Dr. Shaver added some introductory remarks from her perspective as Vice-Dean, Student Affairs.

After discussion of more than 30 minutes, the Dean called Council to order and suggested the document be brought back to the Council meeting to be held May 25<sup>th</sup> at 9:30 a.m. in DL-200.

- 98-2M-5        It was moved and seconded (Shulman/Acheson) that the proposed Student Charter of Rights, document ASFC 98-2M-C be tabled to the Council meeting of May 25, 1998.  
Carried.

**11. *L'Université devant l'avenir* - ASFC 98-2M-D - for information only**

**12. Other Business**                      -            None

**13. Notices of Motion**                -            None

**14. Next Meeting – Monday, May 25, 1998 at 9:30 a.m. in DL-200**

Dean Singer reminded Council that the May 25<sup>th</sup> meeting was to approve the graduation lists for June convocation and urged members to attend. He also reminded Council that convocation would be held on Friday, June 12<sup>th</sup>, morning and afternoon, at Place des Arts and asked all to attend if possible.

**15. Adjournment**

- 98-2M-6        It was moved and seconded (Thornton/Raudsepp) that the meeting be adjourned at 4:48 p.m.